City of Janesville

Wisconsin's Park Place:

Discover the community of choice
to realize life's opportunities

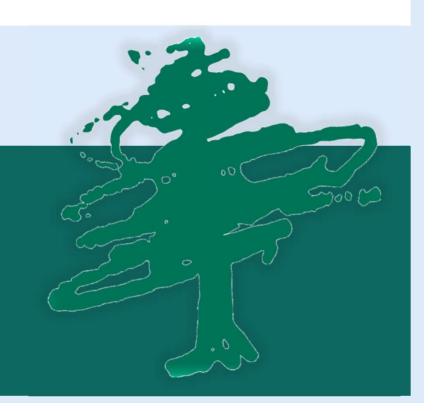# August Election Inspector Training

Lori Stottler,
City Clerk-Treasurer

August 9, 2022

FOR VIDEO WATCHERS

- Please email stottlerl@ci.Janesville.wi.us answers to the following for training credit:

1. What did Sgt. Rob Perkins of the Janesville Police department train us on today?

2. What are the two primary errors we will see voters make at this election?

3. What is going to take 30-45 minutes to do at the end of night after the polls close?

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Introductions-CTO Team

- Lori Stottler – Clerk-Treasurer
- Darnisha Haley– Deputy Clerk-Treasurer
- Mary Easland – SVD, Worker scheduling, Absentee guru
- Liz Lopez – phones, supplies, registration
- Heather, Kim L., Ann, Sue, Jodie, Kim B.

(Reach us at 608-755-3070)

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August Election Inspector Training

- Election Day Training Agenda
  - ==De-escalation technique== (Sgt. Rob Perkins)
    - Switch PowerPoints (see handout)
  - Consolidated Polling Places
  - Partisan Primary
  - Forms and End of Night Process
  - Badger Books

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Consolidated Polling Places

- 10 = April and November
- 5 = February and August
  - Why:
    - Lower anticipated turnouts doesn't require the same number of staff and buildings.
    - Running 5 polling places uses fewer resources, so we can be a good steward of your tax dollars.

Wisconsin's Park Place

Consolidated Polling Places

🌲 July Episode of Park Place News

https://www.youtube.com/watch?v=27h7FQZ0eLU&t=160s

🌲 July Episode of Park Place Podcast on Spotify

https://open.spotify.com/show/5ZSOffFo517oPTMw0MVQm1

🌲 Social Media Blasts on Facebook, Instagram, Twitter

🌲 City of Janesville, WI
July 27 at 10:04 AM · 🌐

Check out the Park Place Podcast! 🎙️🎧

This month, host Nick Faust is joined by Housing Services Director Kelly Bedessem and City Clerk-Treasurer Lori Stottler. Learn more about rent assistance, fighting housing discrimination, and the upcoming primary election.

Listen to the Park Place Podcast today on anchor.fm/janesville or wherever you find your favorite podcasts!

PARK PLACE PODCAST
CITY CLERK-TREASURER LORI STOTTLER
🎙️ Anchor
HOUSING SERVICES DIRECTOR KELLY BEDESSEM
NEW EPISODE AVAILABLE NOW!

Wisconsin's Park Place

Consolidated Polling Places

WCLO – July 25, 2022
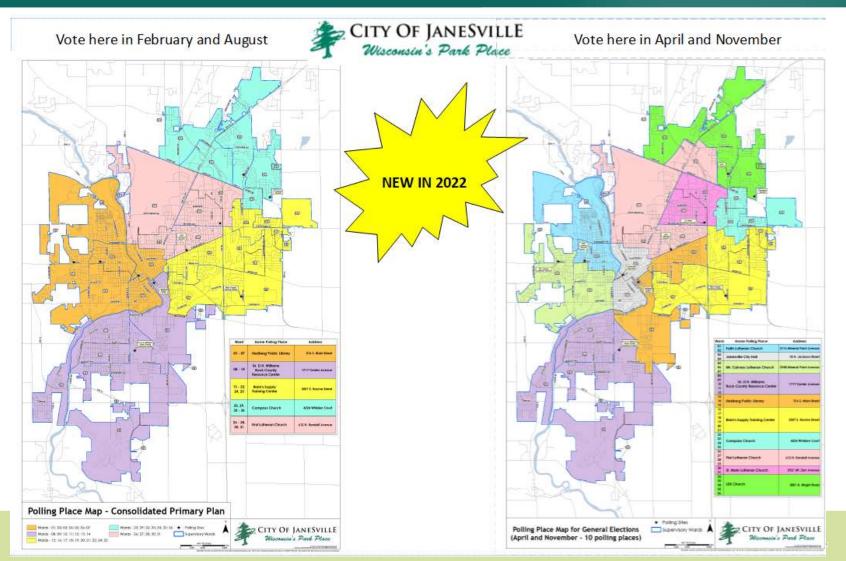
- Library
- Churches
- Senior Center
- Media

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New in 2022

COVID Update

Daily Number of Laboratory Confirmed COVID-19 Cases in Rock County including 7-day Moving Average
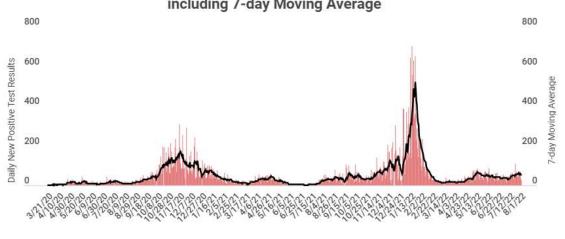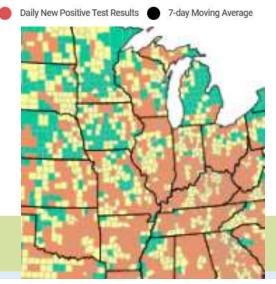

Daily New Positive Test Results   7-day Moving Average

Current Status:

Masks and gloves available, not required.

Relaxed protocols (pens available, not required one per voter), etc.

Stay home of you're not feeling well.

WE WILL STILL CLEAN OFTEN – and practice social distancing.

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EQUIPMENT AT THE POLLS

BADGER BOOK – E-POLL BOOK
Check in and Register Voters.
Voters digitally sign this poll
book upon showing acceptable
Photo ID. August =Blain Supply,
Rock County Resource Center,
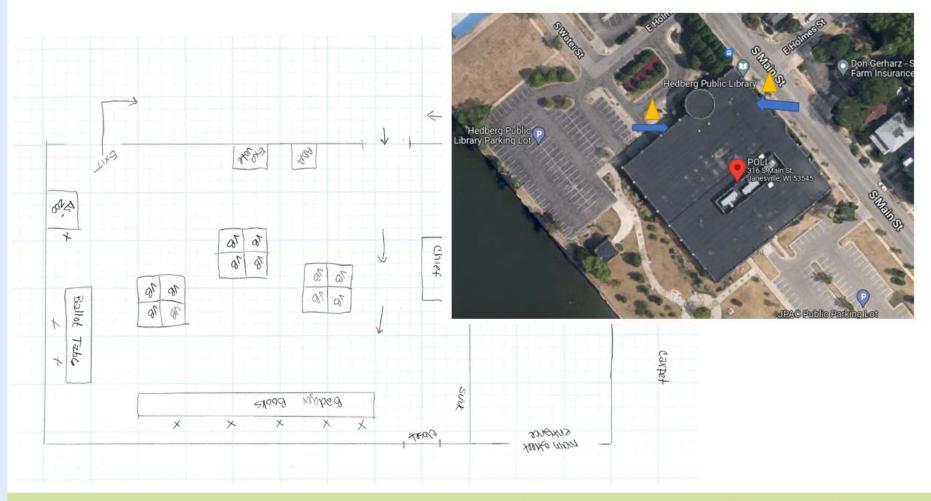Library, City Hall, First Lutheran.

EXPRESS VOTE
ADA Ballot Marker,
ballot in English or
Spanish, Braile,
Audio, Larger font,
etc.

DS-200 BALLOT
TABULATOR
All voted ballots tabulate
into this machine and
secures ballots until end
of day.

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Proposed Layout / Sign Placement

Wisconsin's Park Place
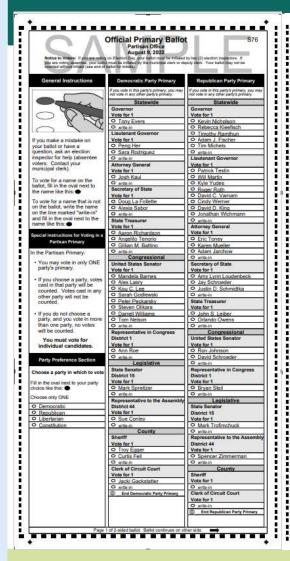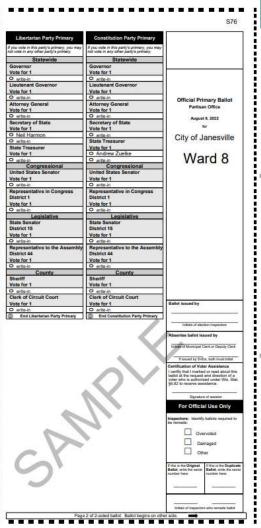
The August Partisan Primary

- There is always an August Partisan Primary in the even years
- Has been in place since 1915
- There has been NO straight party ticket since 2011, but there IS a party preference option.
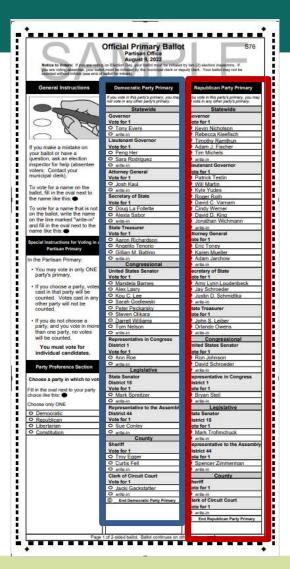- Party order is determined by who received the most votes in the last Gubernatorial election

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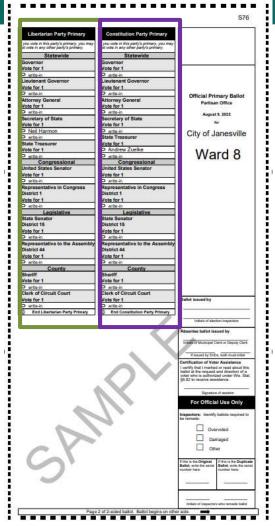# What's on the Ballot

FOUR SEPARATE PARTY PRIMARIES

GOVERNOR
LT GOVERNOR
ATTORNEY GENERAL
SECRETARY OF STATE
STATE TREASURER
US SENATOR
REPRESENTATIVE IN CONGRESS
STATE SENATOR
REPRESENTATIVE TO THE ASSEMBLY
COUNTY SHERIFF
CLERK OF CIRCUIT COURT

The contest winner in each party primary goes to the November ballot.
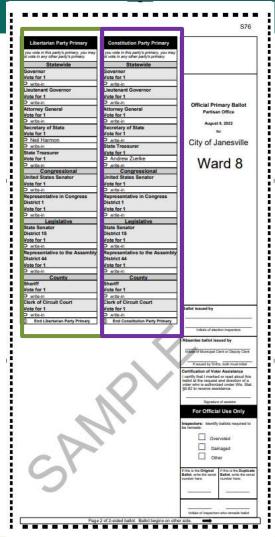
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- In the Partisan Primary, voters may only vote in ONE Party's Primary.
- If a voter chooses a party preference, votes cast in that party will be counted. Votes cast in any other party will not be counted
- If a voter does not choose a party preference, and votes in more than one party, no votes will be counted
- Voters must vote for individual candidates

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What's on the Ballot

- A **Crossover vote** is when a voter votes in more than one party and has not selected a party preference

- An **overvoted ballot** has at least one instance in which the voter has voted for more than the maximum number of selections allowed in a contest

Both of these situations are expected to cause spoiled ballots at the polls

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What will turnout look like?

AUGUST 9, 2022 PARTISAN PRIMARY TO DATE
Absentees to date (August 3, 2022)
Absentees Issued: 4,910
Absentees Returned: 3,154

2021 Population Estimates
TOTAL: 64,198
Voting Age: 49,012

Est. 1,550 per polling place on Election Day

August 2022 = ~11,500 of 36,760 = 33% of Registered Voters or 23% of Eligible Voters
August 2020 = 9,935 of 35,098 = 28%
August 2018 = 11,754 of 31,395 = 37%
August 2016 = 11,051 of 35,596 = 31%
August 2014 = 10,124 of 35,083 = 29%
August 2012 = 13,968 of 34,314 (Recall Primary) = 41%
September 2010 = 7,767 of 34,382 = 23%

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Organized & Prepared

- Material Organization
  - New supply totes
  - Proposed Floor Plan to accommodate E-Poll Books
  - Chief Inspector Folder
  - Election Manual updated
  - Opening Task Lists (with folders)
  - Closing Task List (with folders)
  - Updated Ballot Reconciliation Form
  - New Signs
  - Supply Boxes (tackle box)

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August Election Inspector Training

🌲 Let's get to work!

- Please arrive by 6:00 a.m. or 2:30 p.m. & complete your entire shift.

- Park away from the door – leave close spots for voters if able.

- No electioneering within 100' for the polling place entrance.

- Show patience and respect for co-workers and voters (even when they may not).

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CHECK YOUR BALLOT STOCK TO ENSURE YOU HAVE The right ballots and ENOUGH ballots!

Ordering enough ballots for all anticipated voters without ordering too many that will be recycled is based on prior turnout.
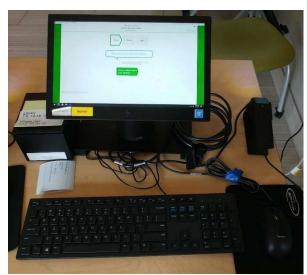
When we pack ballots, we take any leftover absentee stock and test stock and add to the official regular stock. The ballot order should be checked by Style# to ensure you won't be surprised and runout too soon.

The GOOD NEWS is we can always use Express Vote stock if we run low!

Muni	Wards	Cong	State Sen	State Assem.	Ballot Style	Color	Regular	Absentee	Total	# of Registered Voters	number of voters in Aug 2018	Polling Plac
C. Janesville	W1	1	15	44	S69	White	475	190		1,460	476	Hedberg
C. Janesville	W2	1	15	44	S70	Yellow	475	200		1,457	437	Hedberg
C. Janesville	W3	1	15	44	S71	Pink	350	200		1,191	348	Hedberg
C. Janesville	W4	1	15	44	S72	Orange	325	175		976	171	Hedberg
C. Janesville	W5	1	15	44	S73	Blue	375	200		1,253	291	Hedberg
C. Janesville	W6	1	15	44	S74	Green	500	275		1,662	559	Hedberg
C. Janesville	W7	1	15	43	S75	Purple	0	5		2	-	Hedberg
C. Janesville	W8	1	15	44	S76	White	500	275		1,638	527	RCRC
C. Janesville	W9	1	15	44	S77	Yellow	425	200		1,352	373	RCRC
C. Janesville	W10	1	15	44	S78	Pink	475	225		1,521	366	RCRC
C. Janesville	W11	1	15	44	S79	Orange	400	200		1,288	332	RCRC
C. Janesville	W12	2	15	44	S80	Blue	0	5		0	-	RCRC
C. Janesville	W13	1	11	31	S81	Green	0	40		69	22	RCRC
C. Janesville	W14	1	15	44	S82	Purple	400	200		1,219	318	RCRC
C. Janesville	W15	1	15	44	S83	White	575	350		1,920	678	Blain
C. Janesville	W16	1	15	44	S84	Yellow	500	300		1,690	517	Blain
C. Janesville	W17	1	11	33	S85	Pink	525	300		1,724	537	Blain
C. Janesville	W18	1	15	44	S86	Orange	75	150		514	171	Blain
C. Janesville	W19	1	15	44	S87	Blue	425	200		1,307	449	Blain
C. Janesville	W20	1	15	44	S88	Green	40	75		253	76	Blain
C. Janesville	W21	1	11	33	S89	White	0	5		0	-	Blain
C. Janesville	W22	1	15	44	S90	Brown	400	200		1,269	423	Blain
C. Janesville	W24	1	15	44	S92	Purple	75	200		612	207	Blain
C. Janesville	W25	1	11	33	S93	White	0	5		3	-	Blain
C. Janesville	W26	1	15	44	S94	White	500	275		1,636	559	First
C. Janesville	W27	1	15	44	S95	Yellow	475	225		1,472	395	First
C. Janesville	W28	1	15	44	S96	Pink	175	300		1,026	282	First
C. Janesville	W30	1	15	44	S98	Orange	525	275		1,685	502	First
C. Janesville	W31	1	15	44	S99	Blue	425	200		1,336	255	First
C. Janesville	W23	1	11	33	S91	White	75	175		561	185	Compass
C. Janesville	W29	1	11	33	S97	Yellow	30	75		252	90	Compass
C. Janesville	W32	1	11	33	S100	Pink	400	200		1,273	368	Compass
C. Janesville	W33	1	15	44	S101	Orange	475	200		1,417	451	Compass
C. Janesville	W34	1	15	44	S102	Blue	525	300		1,713	536	Compass
C. Janesville	W35	1	11	33	S103	Green	0	5		2	-	Compass
C. Janesville	W36	1	15	43	S104	Purple	0	5		0	-	Compass

Wisconsin's Park Place

August Election Inspector Training

🌲 **Before the Polling Place Opens**

- **Set Up the Badger Books** using manual
- Make cords secure and safe from trip hazard (Velcro for carpet and painters tape for tile and wood)
- Retrieve YOUR User Name and Login from Chief Inspector
- Log in to your terminal
- Open Polls and select check in voters

Wisconsin's Park Place

August Election Inspector Training

🌲 **Before the Polling Place Opens**
- **Set Up the DS 200** using manual
- Plug in the machine. Open the lid – should power on automatically. If not, press the power button to turn the machine on.
- Verify the security seal number on the Inspector's Statement and the Chain of Custody Form
- Check the ballot box slots to ensure empty, metal slot closed and doors locked
- **Set up all voting booths** – plug in lights in places with poor lighting.

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Wisconsin's Park Place

August Election Inspector Training

🌲 **Before the Polling Place Opens**

- **Set up the Express Vote** using manual
- Position the machine to protect privacy.
- Verify the seal number on the inspector's statement.
- Plug in the Machine and turn it on.

Wisconsin's Park Place

August Election Inspector Training

🌲 Before the Polling Place Open

- Post the required notices (3 Main Posters)
- Table signs (in labeled folders)
- Be sure to use the WHITE painters tape supplied- to affix signs to walls and table fronts (colored blue and green tape is for the floors if needed)
- You will be expected to remove tape at end of night and return to sign tube for future use – use care in putting up and taking down all signs

August Election Inspector Training

🌲 **Before the Polling Place Opens**
- Set up the check in table (tally slips, ballots, poll lists)
- Set up greeter table
- Post signs
- Sign the poll list certification page in Badger Book
- Person issuing tally slips should record beginning and ending tally slip number issued on inspector statement
- Check the atomic clock for the official time – use cell phone over wall clocks to determine 7:00 a.m.

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August Election Inspector Training

🌲 Promptly at 7:00 a.m. announce:

- ▪ "Hear ye, hear ye the polls are now open"

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WHEN EQUIPMENT FAILS/Stalls…

- Utilize the user manuals to troubleshoot issues

- Call the City Clerk on the election day phone to report the problem

- Work to resolve as quickly as possible

  - **WHEN ALL ELSE FAILS:**
  - The BACKUP TOTE holds paper back up plan.
  - This tote contains everything you need to "go old-school" –
  - **Don't open unless you need to deploy in the case the badger books fail.**

Wisconsin's Park Place

Observers

- Must sign in, wear an OBSERVER label and check in with the Chief Inspector.
- Observers have the right to view all processes.
- Minimum 6 feet away in a designated area at the polling place.
- May NOT interfere with the election.
- Provide observers a copy of the rules.

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Cell Phones, Videos and Selfies

VOTERS

- Voters may silently use cell phones
- Voters may take photos or videos of themselves if not disruptive
- Voters may not take photos/videos of others without their consent
- Chief inspectors may prohibit if disruptive

OBSERVERS

- Observers may silently use cell phones, but should not take or make voice calls
- Observers may not take photos or videos of themselves or others
- Chief inspectors may prohibit if disruptive

MEDIA

- Permitted to use photography/videography if not used to record how an elector has voted and not disruptive
- Contact with voters should be limited
- Interviews should be held outside of voting room

Wisconsin's Park Place

City Hall Check in times:

- 10am
- 1pm
- 4pm – LAST CALL FOR BALLOTS!
- 7pm

What do you need from us?

CLERK CALL IN WORKSHEET

10am

_____ What is the Voter Count on your DS-200?

_____ What is the Voter Count on Badger Book?
Do those two numbers match? Why not?

_____ How are you doing on Ballot Stock – all wards?

_____ Are there any Absentee ballots that need picked up?

_____ Do you have any Provisional Ballots?

1pm

_____ What is the Voter Count on your DS-200?

_____ What is the Voter Count on Badger Book?
Do those two numbers match? Why not?

_____ How are you doing on Ballot Stock – all wards?

_____ Are there any Absentee ballots that need picked up?

_____ Do you have any Provisional Ballots?

4pm

_____ What is the Voter Count on your DS-200?

_____ What is the Voter Count on Badger Book?
Do those two numbers match? Why not?

_____ How are you doing on Ballot Stock – all wards?

_____ Are there any Absentee ballots that need picked up?

_____ Do you have any Provisional Ballots?

7pm

_____ What is the Voter Count on your DS-200?

_____ What is the Voter Count on Badger Book?
Do those two numbers match? Why not?

_____ How are you doing on Ballot Stock – all wards?

_____ Are there any Absentee ballots that need picked up?

_____ Do you have any Provisional Ballots?

Wisconsin's Park Place

FORMS AND QUICK GUIDES

- In your supplies are laminated "Quick Guides" to be located at the following appropriate locations:
- * Chief
- * Greeter
- * Ballot Table
- * Badger Book Station
- Use them often to respond to unique situations that occur on election day.
- Please return to the folder they began in at end of day.

**Quick Guide to Curbside Voting
On Election Day**
Review this document before working curbside.
Revised 7/2020

1. **Greet the voter**
   - ✓ "Welcome!" "We're glad you could make it!" Stay far enough away from them that they feel safe – everyone will be different. A "thumbs-up" through a closed car window may be the best way to be friendly.
   - ✓ Keep your face and head **out** of the voter's car.
   - ✓ "Have you moved since you last voted?"
   - ✓ If the voter needs to register, give them a registration form and follow the Election Day Registration procedure.
   - ✓ Look to see if the voter has their own pen or if you need to let the use one of our sanitized pens.

2. **Ask for the voter's name and address**
   - ✓ Write it down on scratch paper.
   - ✓ Check the street directory for the address (make sure the voter is at the right polling place).

3. **Check the voter's ID**
   - ✓ Be **respectful** and check for acceptable **type, expiration date** (if required for that type), **name, and photo**.
   - ✓ The name on the ID should "reasonable conform" to what they told you.
   - ✓ The address on the ID doesn't matter.
   - ✓ **Do not touch the voter's ID;** have the voter hold it up to the car window.
   - ✓ If the voter does not have an acceptable form of ID, they will become a provisional voter.

4. **Go inside to the Badger E-poll book table**
   - ✓ State the voter's name and address (if the voter is not registered, bring out a paper registration form and come back with it completed).
   - ✓ Poll book workers select "curbside" in the signature box.
   - ✓ Get a voter slip.
   - ✓ Get a ballot at the ballot table.

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- How do I know if the Photo ID is acceptable?
- What's the difference between PHOTO ID and PROOF OF RESIDENCE?

Wisconsin's Park Place

- What do I do to help a voter is registered but doesn't have a PHOTO ID?
- What do I do if a voter comes to vote but was already issued an Absentee Ballot?

INELIGIBLE VOTER LIST

- There are some people who have lost their right to vote or have been judged incompetent to vote.

- This list is confidential and provided to the Badger Book terminals to check again ALL NEW VOTER REGISTRATIONS

- While the voter is confirming the info on screen, you are to **discreetly check the book** to make sure they aren't on the list.

Quick Guide to Ineligible Voter List

Revised 10/2018

Discreetly check all Election Day registrations against this list. This is a list of felons known to live in your ward, per the Department of Corrections.

If an absentee voter is found on the ineligible voter list, contact the Chief Inspector to begin the challenge process.

If an Election Day registrant is found on the Ineligible Voter List, explain to the voter that they can register and vote if they are Off Paper. Give the voter one of the ineligible voter letters in the registration folder.

If the voter says they are Off Paper or that they are not serving a sentence for a felony, call the Wisconsin Elections Commission at 266-8005. Sometimes the ineligible voter list erroneously includes individuals who have finished serving their sentence. The Wisconsin Elections Commission may be able to confirm that the voter is eligible.

If the Elections Commission cannot confirm eligibility and the voter says they are eligible to vote, contact the Chief Inspector. You will go through the challenge process with this voter.

It is not our job as election officials to serve as an investigator or a judge. The District Attorney will investigate after Election Day.

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What is the incident log for?

sample

Incident Log

(SAMPLE)

The Incident Log is stapled to the back of the Inspectors' Statement. Use this log to record any event that is out of the ordinary. For example:

Incident Number	Description of Incident	Time Incident Occurred	Election Official Initials
1	Tabulator seal does not match seal listed on Inspectors' Statement. Seal #12345 is on tabulator, but Inspectors' Statement lists seal #13345. Notified Clerk.	6:15 a.m. p.m.	EJE
2	Two Election Officials opened compartment of ballot box to clear ballot jam.	9:00 a.m. p.m.	SAM LAD
3	Power outage	10:20 a.m. p.m.	EJE
4	Power restored .	10:45 a.m. p.m.	EJE
5	Absentee ballots delivered, seal #83729.	1:30 a.m. p.m.	SAM
6	Tabulator jammed, emergency bin in use.	2:00 a.m. p.m.	EJE
7	Tabulator replaced, ballots from emergency bin fed into tabulator by two Election Officials.	2:15 a.m. p.m.	EJE LAD
8	Absentee ballot of Donna Hardy rejected: certificate missing voter signature.	3:15 a.m. p.m.	SAM
9	Remade defective ballot #1; voter used ballpoint pen. Note: to protect secrecy of ballot, do not list voter's name for remade ballot. Otherwise, their vote would not be kept secret in the case of a recount.	4:30 a.m. p.m.	SAM LAD
10	Ballot bin is full. Two Election Officials emptied bin and secured ballots in ballot bags. Ballot bags guarded by Election Officials at voter registration table.	5:15 a.m. p.m.	EJE LAD
11	Voter Lauren McMahon challenged on age, challenge dropped.	6:00 a.m. p.m.	EJE
12	Voter left polling place with a ballot, so we have issued one more voter slip than ballots cast.	6:45 a.m. p.m.	EJE
13	Election observer Dan Smith removed from polling place for electioneering.	7:15 a.m. p.m.	EJE

- This is the "Diary" of election day that helps us understand what happened on election day in order to reconcile and explain to the County and State any incidents that affected the election.
- You can never log too many incidents! I'd rather you log everything, over nothing. In the event of a recount these forms often prove our accuracy.

- How should we record 2nd ballots?
- ***Enter the VOTER NAME on the incident log and place the first spoiled ballot in the spoiled ballot envelope*** This way we can tie to the voter list if necessary.

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August Election Inspector Training

Absentee Ballots

- Absentee ballots will be processed in a central count facility at City Hall.

- If you receive a walk-in absentee ballot, call the office. We will pick it up and deliver it to the central count facility up to 4pm. After that, please have voter deliver to City Hall.

- It is imperative that absentee ballots get processed at central count – not at the polls.

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August Election Inspector Training

- **Absentee Voting – Voter Comes to Polls**
  - Voter is designated as an absentee voter on the poll book.
  - If the voter wants to vote and the ballot has not been marked received. Ask "Did you mail or personally return your ballot to the Clerk's Office?"
    - * Yes – Cannot vote at polls (Log).
    - * No – Can vote at polls (Log).

Voter Identification

- Voters are required to show identification in order to vote.

- There is a list of acceptable forms of voter identification (Quick Guide).

- The Voter must "Say It, Show It, Sign It"

  - voter states their name and address **aloud**.

  - then the voter shows their photo identification

  - finally, the voter signs the e- poll book.

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August Election Inspector Training

🌲 Voter Identification

- Election Inspectors look at the ACCEPTABLE photo identification (see list) and confirm:

  1. Does the name conform with the name in the poll list?
  2. Does the photo reasonably resembles the person?
  3. DL and WI ID card is not expired prior to November 3, 2020.

Wisconsin's Park Place

August Election Inspector Training

🌲 **Voter Identification**

- If a voter does not have photo ID:

    - they return home and get their photo id.

    - they may vote provisionally.

- If the voter wants to vote provisionally, get the chief inspector. Chief inspectors will go through the provisional voting process.

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🌲 Provisional Voting

- May be used in <u>2</u> situations ONLY:
  - Voter is an (EDR) election day registration and is unable or unwilling to provide DL number.
  - Voter does not have acceptable photo ID.

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- Provisional Voting (Blue Folder)
  - Chief Inspectors will handle voter and provisional ballot process.
  - Chief Inspector follows the provisional voter checklist.

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August Election Inspector Training

- Voter Identification for Confidential Voter
  - The confidential voters are exempt from the photo id requirement.
  - They simply need to show their confidential ID card issued by my office.
  - Confidential do not need to state their name or address.
  - They must sign the poll book.

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August Election Inspector Training

🌲 **Issuing the Ballot:**

- 2 Election inspectors initial ballot and hands it to the voter. (offer them their own pen too)
- Election Inspector explains the ballot to the voter. NO COACHING THOUGH!
- Election Inspector legally assists voter if requested.
- Privacy folders are available for voters who desire.
- All marked and unmarked ballots must be secured.

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August Election Inspector Training

🌲 **Issuing the Ballot:**

- Voter makes a mistake on the ballot.

- Voter signs Incident Log for an additional ballot. Indicate 2nd ballot or 3rd ballot…

- Issue a new ballot to the voter.

- Maximum number of ballots a voter may receive is 3. (after 2nd ballot, encourage using Express Vote machine)

Wisconsin's Park Place

Curbside Voting

- If a voter cannot enter the absentee voting location or polling place due to disability, Wis. Stat. § 6.82(1) requires that curbside voting must be available. Two poll workers should bring a ballot to the individual needing assistance, and conduct voting at their vehicle, or at the polling place entrance. These voters are not required to sign the poll list. Instead, the poll workers should write "exempt by order of inspectors" in the signature space on the poll list. This incident should also be recorded on the Inspector's Statement (EL-104).

Wisconsin's Park Place

Curbside Voting

🌲 If curbside voters need to update their registration due to an address or name change or if they are not currently a registered voter, they may also register to vote curbside with a current and valid [Proof of Residence](). Curbside voting should also be available during the in-person absentee voting period. Persons who would like to vote curbside should be encouraged to contact their municipal clerk beforehand to discuss how to initiate the process upon arrival at the voting location.

Wisconsin's Park Place

Curbside Voting

Elector Requested Curbside Voting

Follow the polling place curbside practices for announcing the voter's name and address, retrieving the voter's photo ID, and distributing the ballot.

1. Follow steps 1-7 on pages 36-37.
2. On the voter signature screen, select "DONE" as the voter will NOT be providing a manual signature.
3. On the following screen, click on "Curbside Voter" and the appropriate watermark will appear.

Voter: John William Smith II

Please sign below.

Ballot Received at Poll Entrance

Voter Signature
John William Smith II

1607 SHOESTRING RD

JAMESTOWN 53807

Voter has an assistor

Accept Signature

Voter is Physically unable to sign

4. Review and accept the watermark in the signature field by selecting "Accept Signature".

Wisconsin's Park Place

Spoiling and Remaking Ballots

OFFICIAL ELECTION MATERIALS:

Date of Election: _____

Municipality-City/Town/Village of: _____

Ward: _____

Polling Location: _____

ORIGINAL DEFECTIVE BALLOT ENVELOPE

Remaking Original Defective Ballots

** At least two election inspectors must participate in this process. **

PROCEDURE:

1. Election Inspectors shall announce to observers, if present, that a ballot is being remade and the reason for doing so.

2. Note and select a reason for remaking the ballot in the endorsement section of the ballot.

For Official Use Only

   a. "Overvoted" ballots are ballots with at least one instance in which the elector has voted for more than the maximum number of selections allowed in a contest.

   b. "Damaged" ballots include ballots in which the voter circled names on the ballot rather than marking the ovals and ballots mutilated by postal equipment.

   c. "Other" ballots include ballots emailed or faxed to a voter and ballots accessed and completed by a military or overseas elector through MyVote Wisconsin.

3. These ballots are labeled "Original Ballot # (serial number)" and "Duplicate Ballot # (same serial number)" in the endorsement section of the ballot. Remade ballots are issued a sequential number regardless of the reason the ballot was remade.

4. Describe on the Inspectors' Statement (EL-104) why the ballot had to be remade.
   a. Use a code of "OV" to identify overvoted ballots.
   b. Use a code of "DM" to identify damaged ballots.
   c. Use a code of "OT" to identify ballots remade for other reasons.

5. The remade "Duplicate" ballots are inserted into the tabulating device.

6. The original "defective" ballots are marked and placed in this envelope.

7. This envelope shall be *sealed in a clear ballot bag after the polls close*.

OFFICIAL ELECTION MATERIALS:

Date of Election: _____

Municipality-City/Town/Village of: _____

Ward: _____

Polling Location: _____

ENVELOPE FOR SPOILED BALLOTS

These ballots are not counted for any reason because the elector has surrendered this ballot in order to receive a new one, or the poll worker has spoiled the ballot because it is defective.

Under Wis. Stat. § 6.80(c): Any elector who, by accident or mistake, spoils or erroneously prepares a ballot may receive another, by returning the defective ballot, but not to exceed three (3) ballots in all.

STEPS:

1. If a voter requests another ballot for any reason, the original ballot must be returned to the election official and immediately destroy the ballot by tearing off the upper right corner of the ballot. The ballot shall then be placed in this envelope.

2. Make a notation in the poll book next to the elector's name indicating that the voter received a 2nd and possibly 3rd ballot (i.e., "2nd" or "3rd"). Do NOT issue a new voter number.

3. Make a notation on the Incident Log for each additional ballot issued to a voter.

4. Should an election inspector spoil a ballot because it is defective, follow steps 1. and 3. as outlined above.

5. At the end of the evening, reconcile that you have recorded ALL spoiled ballots in the appropriate locations and that the number of spoiled ballots in this envelope match the number of incidents listed on the Inspector's Statement (EL-104).

6. Once reconciled, seal the envelope and place it in the Ballot Bag with the official ballots for return to the Clerk's Office.

Wisconsin's Park Place

- Closing the Polling Place
  - "Here ye, hear ye the polls now are closed."

Wisconsin's Park Place

August Election Inspector Training

🌲 Closing the Polling Place
- The polls close at 8:00pm sharp.
- Anyone in line gets to vote (use a line monitor if there is a line).
- Ensure all absentee ballots have been picked up by City Hall for processing.
- Machine is programmed to print the necessary number of total tapes. Sign the tapes. WARNING: These tapes will take up to 45 minutes to run and will need paper replacement!
- **MODEM RESULTS TO THE COUNTY!!!**
- Announce results out loud if you have observers.

Wisconsin's Park Place

August Election Inspector Training

🌲 **Closing the Polling Place**

- Review ballots for discrepancies and registered write-in candidates. (see "counting votes" handouts).

- Record write-ins on tally sheets by party and ward.

- Complete and sign the return sheets.

- Explain discrepancies in voter counts.

Wisconsin's Park Place

SORTING & COUNTING BALLOTS

- Sort all ballots by WARD #
- Place ballots in stacks of 25
- Record the count on the reconciliation form. Make sure the count is accurate and balances to the DS-200 tape.
- Now go back through each ballot and set aside ballots with any Write-in votes
- Bag any Ballots without Write-ins by Ward # (ONE BAG PER WARD). This will reduce clutter and maintain organized security of the ballots.
- Record any registered or necessary write-in votes on the tally sheet. Make sure you record the office, ward and name of candidate on the tally sheets.
- When complete, place in Ballot Bag by ward, seal the bag and sign on the signature line on front of bag.

**Counting Votes at the
Partisan Primary**

Introduction

A. Statutory Authority

The information in this document was prepared by the staff of the Wisconsin Elections Commission and represents the staff's interpretation of the application of the law set out in Wis. Stat. § 7.50(2), to the general situations described. Election inspectors and candidates should review the law or consult an attorney about any specific application of the law. Any questions about the information contained in this document should be directed to the Wisconsin Elections Commission Help Desk at 608-261-2028 or via email at elections@wi.gov.

B. Public Counting

Counting votes is always done **publicly** after the polls close at 8:00 p.m. Vote counting is done by the election inspectors. The governing body of a municipality may also appoint tabulators to assist election inspectors with counting votes. Any person, including candidates at the election, may observe the counting of votes.
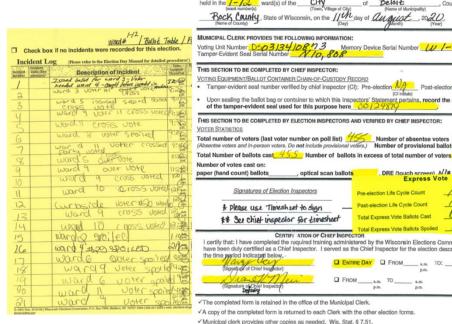
C. Voter Intent

When a voter has marked a ballot in a way that does not clearly indicate his or her voting objective, the election inspectors must attempt to determine the voter's intention. All inspectors must be part of the determination process, and the majority must agree that the voter's intention can or cannot be determined. Even though tabulators may be used to assist in counting, the decision on how to treat a questionable ballot is made by the election inspectors.

Wisconsin's Park Place

FORMS as a part of the "PROCESS"

Each Polling place is required to complete and return the following forms/bags to the clerk on election night:

* Inspector Statement
* Incident Logs
* Observer Log
* Poll book Certification Pages
* Reconciliation Forms
* Tapes (County, City, School Dist – All signed)
* Tally Sheets – Registered Write-Ins
* Voter Slips
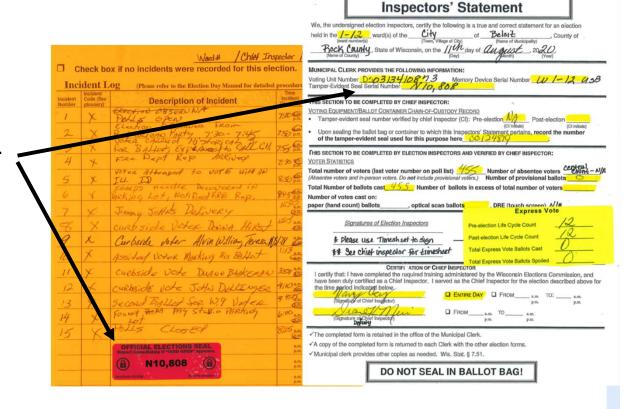* Ballot Bags sealed with all voted ballots
* Timesheets & Oaths

Wisconsin's Park Place

END OF NIGHT ORDER OF OPERATIONS

When you peel the security seals off of the equipment, secure them to an incident log. We like to prove the number listed on the Inspector's Statement still matches the number of the label placed on the machine.

Wisconsin's Park Place

Before shutting off the Express Vote and packing, record the necessary data on the Inspector statement.

DON'T REMOVE THE USB device until equipment is powered down. Removing prior to powering off may corrupt data and cause loss of results/information.

RETURN USB devices to the Chief Inspector for transport to City Clerk.

Closing the Polling Place

- Place signed DS-200 tapes in the blue security bag.
- DO NOT pull USB thumb drive while machines are on.
- Close down the DS-200 – follow the separate instructions provided to the chief inspectors.
- When off, place the thumb drive in the blue security bag.
- Turn off the Express Vote, remove the thumb drive, place and in the blue security bag.

Wisconsin's Park Place

Take Down…

- Remove signs and return to their appropriate places (tube, folders, etc.)
- Breakdown table materials and return folders to chief suitcase
- Bring in signs from outside
- Break down voting booths
- Break down technology
- All items not required to go to City Hall on election night should be placed in central location for Wednesday morning pick-up

Wisconsin's Park Place

August Election Inspector Training

🌲 Final steps – almost there!

- Sign all required documents.

- Secure all <u>unused ballots</u> in the DS-200 ballot bin with Ballot rack and binders.

- Make sure someone is there to lock up and secure election machines.

- Everyone should **leave together** after all the tasks are completed.

Wisconsin's Park Place

August Election Inspector Training

🌲 **<u>What gets returned to City Hall election night</u>** (1st floor conference room)

- Inspector Statement w/incident logs.
- Sealed voted ballots in plastic ballot bags.
- Spoiled, Remade and Provisional Ballots in designated Envelopes
- Timesheets/Oaths
- Tally Sheets
- Poll Books
- ALL USB sticks, Machine Tapes, phone, keys and seals in blue canvass bag.

Wisconsin's Park Place

Thank you for your time.

Please contact the Clerk-Treasurer's Office for more information.

CTO: 608-755-3073
Lori: 608-201-1914

www.ci.janesville.wi.us

Wisconsin's Park Place
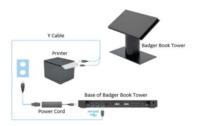
YOU WILL BE SETTING UP BADGER BOOKS!

Stand-Alone Badger Book

Badger Book Set Up and Connecting Printer:

1. Plug the two-pronged end of the 'Y' cable (Printer 24 V PUSB power and data 'Y' cable) to the back of the printer.
2. Plug in the other end of the 'Y' cable to the 24V PUSB port on the back of the base of the Badger Book tower.
3. Connect the Power Cord (Advanced I/O connectivity base 180 W AC power adapter cord) from the back of the Badger Book Tower base, to a power source (i.e. outlet on wall or power strip).

Connecting ID Scanner:

Connect the scanner's USB cord to any of the USB ports on the back of the Badger Book Tower's base.

Stand Alone Badger Book Hardware Set Up
Assembled by the Wisconsin Elections Commission (P) 608-261-2028 (E) elections@wi.gov

1

Wisconsin's Park Place

HEY BADGER BOOK PEEPS!

The Badger Books have a very specific order of operations and the printers can get finicky.

It's best if you can do a **test print BEFORE the first voter.**

Wisconsin's Park Place

WHAT THE EQUIPMENT WILL & WON'T DO…

IT WILL:

* Check in and Register Voters

* Record assistor name/address

* Record Curbside voter/no signature

* Help voters understand more complicated ballots

* Note typos, errors for correction

IT WON'T:

* Tell you when voters are ineligible

* Record incidents

* Record Provisional Ballots

* Track observers

* Spoil ballots/Remake ballots/issue 2nd ballot

* Assign new address in the city until they are entered

* Check against Student Listing for POR

Wisconsin's Park Place

YOU WILL BE LOADING BADGER BOOK DATA!

Update Badger Book with Pre-Election Data

Once the Pre-Election Badger Book data has been loaded onto the USB, load the data on to the Badger Book server machine. This data should replace your previous training data file.
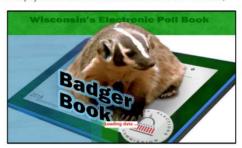
Upload Pre-Election Badger Book Data

1. Log into the Badger Book server machine, using the Windows username and password
2. On the bottom navigation bar, click the File Explorer 📁 icon
3. Plug in the USB and locate the Pre-Election WisVote data zip file
4. Right click and "Copy" the zip file
5. Click Windows C: Drive to navigate to the EPollBook folder
6. Click the EPollBook folder, then the Data folder, then the WisVote folder
7. Right click and "Paste" to add the Pre-Election data zip file
8. Close File Explorer
9. Double click the Badger Book icon (the Badger Book splash screen with a "Loading Data" message will display and the load time should last between 5 and 10 minutes)

10. Once the data has finished loading, the Badger Book login page will appear

Set Reporting Unit(s)
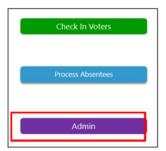
The Pre-Election data file contains the active voters for an entire municipality. A reporting unit must be selected in order for the correct voters to appear in the poll book.

Select Reporting Unit(s)

1. Log into the Badger Book using the default user
   Username: clerk
   Password: setup
2. Select the "Admin" button

3. Click the "Reporting Unit" tab
4. Search and "Select" the reporting unit(s) associated with the polling location (reporting units can be "Deselected" until a voter has been processed in that particular reporting unit)

Wisconsin's Park Place

YOU WILL BE LOADING BADGER BOOK DATA!

ELECTION DAY BADGER BOOK CHECKLIST

6:00 am – 6:30 a.m.

- ☐ Set up Badger Books
- ☐ Set up router
- ☐ Power on devices, keyboards, and mice
- ☐ Connect or verify each machine is connected to "EPollBook" network (see Badger Book User Manual for detailed instruction)
- ☐ Launch Badger Book on server machine first, and then on the client machines
- ☐ Calibrate scanners
- ☐ Confirm election data is set for the correct polling place and election

6:30 am – 6:45 a.m.

- ☐ Confirm all Election Inspector accounts are set up
- ☐ Create new users, if necessary
- ☐ Election Inspectors update their passwords

7:00am – 8:00 p.m.

- ☐ Process voters
- ☐ Process absentee ballots
  - ☐ If there is typically a slow period during the day, process your absentee ballots at that time
- ☐ Process Election Day Registrations

After 8:00 p.m.

- ☐ Plug USB into base of the server
  - ☐ Log into the USB
  - ☐ Generate poll book data
  - ☐ Save Badger Book data zip files onto the flash drive
  - ☐ Generate reports
  - ☐ Save Badger Book reports as both a PDF and Excel file onto the flash drive
- ☐ Break down Badger Books

Open/Reopen Polls

After setting up the hardware, networking the devices, and launching the Badger Book software, a user with Admin credentials must "Open Polls." The act of "opening the polls" on Badger Book is required to permit any other users access the software, and the poll book itself. Inspectors will not be able to check-in voters, process EDRs, or record absentee ballots prior to the polls being open (they will see a blank screen with Status: Polls Closed). The Admin user should click "Open Polls" about 15-20 minutes before 7:00 a.m. to ensure that the correct reporting units are selected, and the voter count is re-set to zero prior to opening the doors.

Open Polls on Election Morning (Admin User Only)

1. Confirm all Open Poll Checklist items have a green checkmark

   If a red X appears, correct the error by clicking "Admin" and either:

   a. Go to Reporting Units tab and select the reporting units applicable to your polling place and then return to the Main screen; or
   b. Go to Post-Election Data tab and click "Reset Voter Count to Zero" ane then return to the Main screen

2. Select the green **Open Polls** button

Closing the Polls…

Wisconsin's Park Place

Thank you for your time.

Please contact the Clerk-Treasurer's Office for more information.

CTO: 608-755-3073
Lori: 608-201-1914

www.ci.janesville.wi.us

Wisconsin's Park Place